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DD/S 71-1146

1 APR 1971

MEMORANDUM FOR: Chairman, Travel Policy Committee

SUBJECT : Annual Report - The CIA Travel Policy
Committee for the Period 1 January -
31 December 1970

REFERENCE : Memo dtd 26 Feb 71 for DD/S fr C/TPC,
same subj -- DD/S 71-0671

With apologies for the long delay in acknowledging it,

your annual report reflects very significant contributions by

the CIA Travel Policy Committee during Calendar Year 1970.

Please accept and share with the members our plaudits and

thanks.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

DD/S:JWC:maq (1 Apr 71)
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DD/S 71-0671

26 FEB 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Annual Report - The CIA Travel Policy Committee
for the Period 1 January - 31 December 1970

REFERENCE : Memo fr DD/S to C/TPC dtd 4 Feb 70, same subject
(DD/S 70-0371)

1. In response to referent request, this report summarizes
TPC action on several of the 21 proposals considered by the Travel
Policy Committee during 1970. Our deliberations resulted in 19
recommendations for regulatory change and two against adoption.
The following are examples of those actions by the Committee.

    a. At the request of the DD/S, reviewed a proposal by OMB
to amend certain sections of the Standardized Govern-
ment Travel Regulations in a way that would require all
departments and agencies to adopt a sliding scale
"lodging plus" method for determining domestic per diem
rates. Recommended the Agency's reply to OMB oppose
change in favor of continued reliance upon authorizing
officer discretion for establishing suitable per diem
rates within the statutory maximum.

    b. At the request of the SSA/DDS, reviewed Agency "rule
of three" policy holding use of POV to be advantageous
to the Government when at least three passengers occupy
the vehicle in connection with PCS moves. Recommended
rescinding that policy and adopting the Foreign Service
Travel Regulation policy determining that, regardless
of number of passengers, use of POV for PCS moves is
automatically advantageous to the Government when the
employee is eligible to ship household effects between
origin and destination unless TDY or home leave travel
is involved; when TDY or home leave is involved, deter-
mination of advantage to be made on a case basis.

    c. At the request of the SSA/DDS, reviewed Agency policy
for shipment of privately-owned foreign manufactured

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vehicles. Recommended that all restrictions on ship-
ment of these vehicles be rescinded but that Agency
employees be required to accomplish their shipment in
a manner compatible with cover.

d. At the request of the SSA/DDS, reviewed the Agency's
extended TDY travel policy. Following comparison with
related policies of the FSTR's and JTR's, the Committee
recommended rescinding existing Agency policy requiring
automatic reduction of per diem after 60 days in favor
of a policy requiring the authorizing officer to consider
in each case whether circumstances would warrant a per
diem reduction.

e. At the request of the Director of Personnel, considered
whether the entitlement of a CIARDS retiree to reimburse-
ment for travel and transportation expenses for a move
from his last post of assignment in CONUS to the place
where he will reside in the U. S. should cover a move
within a metropolitan area without regard to distance.
Recommended that such a move be authorized subject to
the retiree's certification that the move is occasioned
by his retirement.

f. At the request of the Office of Communications, reviewed
Agency regulatory policy covering rest stops. Recommended
language creating an eligibility for a rest stop whenever
either elapsed or scheduled time, including stopovers,
exceeds 14 hours; also clarifying computation of "time"
for determining rest stop eligibility.

g. At the request of the Director of Finance, considered
whether the rates of reduction in per diem when meals or
lodgings are furnished without charge by the U. S. Govern-
ment should be adjusted to conform with those of the
Department of State. The Committee recommended regu-
latory change reflecting State's rates of per diem reduc-
tion.

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h. At the request of the Suggestions Award Committee, the
Committee reviewed an employee suggestion that travel
regulations be amended to encourage Agency personnel
traveling by air to use, when available, relatively low
"per piece" rates for baggage otherwise eligible for
shipment as unaccompanied freight. Adoption of the
proposal was recommended by the Committee.

i. Reviewed informally a proposal to the Department of
State by GAO that reimbursement for home leave travel
expenses be limited to the place where an employee
spends most calendar days of his home leave. The
Committee recommended against this proposal (as did
the Department).

2. Matters currently being considered by the Committee include
the following:

a. Use of American and Foreign Airlines

The Committee is reviewing this policy at the request
of SSA/DDS to clarify the bases for general exceptions
to the "fly American" policy.

b. Educational Travel Allowance

The Committee is reviewing a DDP (Europe Division)
proposal to clarify Agency regulations respecting time
limitations associated with this allowance.

c. Refund of Foreign Duties

The Director of Finance has requested the Committee to
concur in a proposed clarification of the policy which
requires an employee to make an appropriate refund to
the Government when he sells abroad a personal item for
which he was reimbursed customs duty at time of impor-
tation.

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Chairman,
Travel Policy Committee

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